



## Policies & Procedures (PnP) Manual

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## **Membership Qualifications for GPI**

### ***Section 1: Eligible Groups***

Groups eligible for GPI membership are defined in the GPI Bylaws, Article III, Section 2.

### ***Section 2: Geographic Area***

The geographic area is defined as Southwestern PA (Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Fayette, Greene, Indiana, Venango, Washington, and Westmoreland counties), the WV panhandle (Brooke, Hancock, Harrison, Marion, Marshall, Monongalia, and Ohio counties), and bordering portions of OH (western Belmont and Jefferson counties.)

### ***Section 3: Intergroup Representatives (IRs)***

Intergroup Representatives (IRs) shall be selected by the group conscience of the group they represent. Each IR shall be selected by any method deemed appropriate by their group, always subject to recall by the group they represent. GPI Suggests IRs be selected for stability, length of time in program, and time of abstinence, which is to be determined by the group. Each group shall be free to designate an alternate delegate when the necessity arises. Each IR can only represent (“vote for”) one meeting at the GPI meeting.

New IRs shall each be given a Welcome Packet (for details, see **Appendix A**).

Upon election as a Standing Committee Chairperson, Regional Representative/Alternate, World Service Delegate/Alternate, or member of the Executive Board, the member shall cease to be an IR for an individual group and that group may elect another IR.

# **Guidelines to the GPI Meetings**

## ***Section 1: Meeting Chairperson***

GPI shall be led by the Chair. In the event the Chair is unable to chair any meeting, the Vice Chair will lead the meeting. In the event the Vice Chair is not available, an election will be held for a temporary Chair

## ***Section 2: Meeting Agenda***

The agenda for the meeting will be determined by the executive board. Agendas should include the following:

1. Outline of the meeting, including asking for a volunteer to take minutes
2. Define the quorum (Minimum of 7 voting members including not less than: 2 IRs, ½ of the filled Exec Board and 1/3 of the filled Standing Committee/Other Trusted Servant positions)
3. Current intergroup goals

## ***Section 3: GPI Standing Rules***

1. All proceedings shall be governed by the current edition of Roberts Rules of Order Newly Revised, except when in conflict with Greater Pittsburgh Intergroup Bylaws, policies & procedures, and standing rules.
2. Meetings are open to all OA members. Anyone present may speak when acknowledged by the chair, including virtual attendees. However, only IRs and GPI members (Executive Board, Regional Representatives/Alternates, World Service Business Conference Delegates/Alternates and/or Standing Chairs) may vote by a show of hands on measures brought to the floor. The Chair will poll all virtual attendees eligible to vote at regular GPI meetings (not the annual election meeting) and add these results to the show of hands tally to determine voting results.
3. The Chair will report to the body all absences of Board members and the nature thereof.
4. All motions regarding Bylaws must be submitted in writing 30 days prior to the Intergroup meeting in order for the motions to be considered.
5. For each motion:
  - A. There will be no more than three (3) pro and three (3) con speakers. The first pro is the maker of the motion.
  - B. No one may speak on two (2) consecutive motions unless no one else wishes to speak on the second motion.
6. An individual may speak only once on a particular item until everyone wishing to speak has done so within the allotted time.
7. A member of the Intergroup may speak for two (2) minutes to a question/motion when recognized by the chair.
8. No more than fifteen (15) minutes discussion will be allowed on an item. There will be a five (5) minute warning. If the matter is not disposed of at the end of fifteen (15) minutes, it will be considered unfinished business to be brought back during the next Intergroup meeting.

## ***Section 4: Virtual GPI Meeting Attendance Procedures***

1. The person interested in attending a GPI meeting virtually (see Guidelines to the GPI Meeting, Section 3: GPI Standing Rules Item #2 for details on who may attend, speak and vote at GPI meetings) must contact a member of the Executive Board about virtually attending an upcoming GPI meeting at least seven (7) days prior to said meeting.
2. The Executive Board member will then give out the information to call in and access necessary GPI meeting documents via the website.
3. The Executive Board member will then alert the person currently holding the speakers to charge them, bring them to the next GPI meeting, and plan to set them up a few minutes prior to the start of that GPI meeting.

4. There is no technical limit to the number of people who may attend virtually.
5. Those attending virtually may have mainly a listening role, responding only to the Roll Call, or a more active roll if they wish, as per Section 3: GPI Standing Rules
6. GPI members (Executive Board, Regional Representatives/Alternates, World Service Business Conference Delegates/Alternates, and Standing Chairs) attending virtually must have submitted their monthly report as usual and be prepared to answer any questions.
7. Voting on regular GPI business for virtual attendees shall be by the Chair polling all virtual attendees eligible to vote at regular GPI meetings (not the annual election meeting) and add these results to the show of hands tally to determine voting results.
8. Virtual attendees will vote by texting their vote to a ballot counter attending in person at the annual election meeting, who will destroy the text messages after the election meeting due to these elections taking place via a non-public ballot system; virtual attendees who are unable to text will be unable to vote in annual GPI elections.

## **Executive Board**

### ***Section 1: Responsibilities of the Executive Board***

1. Serve as guardians of the Twelve Steps, Twelve Traditions, and Twelve Concepts with respect to the functions of GPI.
2. Perform the duties of their offices in accordance with the GPI Policy and Procedure Manual.
3. Meet monthly to address necessary issues –
  - A. Meeting lead by the Chair, in their absence the Vice-Chair will lead the meeting
  - B. A member of the executive board will volunteer to take notes for the meeting.
  - C. Conference call dates and times to be determined monthly by the current Executive Board
4. Set the agenda for Intergroup meetings
5. Any Executive Board member may attend any Standing Committee meeting
6. May name an Acting Chair for a Standing Committee until an election can be held. (The person chosen as an Acting Chair must meet all of the necessary qualifications for the position.)
7. Appoint Chairperson of GPI Finance Committee annually
8. Make budget recommendations to GPI Finance Committee (FC)
9. Approve the GPI Budget prior to consideration by regular GPI meeting
10. May do an emergency financial audit or review of the FC meeting minutes
11. Supervise the GPI Webmaster/Administrator
12. Any Executive Board member will be removed from their position after four (4) absences from meetings of GPI in an election year.

### ***Section 2: Qualifications for Executive Board Members***

See GPI Bylaws Article IV Section 3.

### ***Section 3: Responsibilities of Individual Executive Board Members***

#### **Chair**

1. Presides at all regular and special meetings of GPI
2. Coordinates the responsibilities of GPI
3. Reserves the room for regularly scheduled meetings of GPI
  - A. UPMC currently runs the calendar for requests from July to June
  - B. Request needs to be made through a person with a UPMC e-mail address
4. Prepares GPI meeting agenda, Executive Board meeting minutes, and monthly progress report to be submitted via the online reporting document by 12 noon the Wednesday prior to each scheduled GPI meeting
5. Verifies all motions during a meeting are voted on or tabled until future meetings.

6. Upon completion of term of office, serves as an ex-officio member of the Executive Board for one (1) year.

### **Ex-Officio**

1. Serves as an advisory member of the Executive Board
2. Attends all Executive Board meetings

### **Vice-Chair**

1. Serves as Acting Chair in the absence of the Chair.
2. Assists the Chair when needed.
3. Revises and updates the Bylaws as directed by GPI.
4. Reviews and assists with proposed Bylaws amendments.
5. Announces to GPI any Bylaws amendments which are to be voted on the following month at the GPI meeting.
6. Maintains a record of all main motions and amendments. (According to Robert's Rules of Order, main motions are defined as motions that impact GPI on an ongoing basis, not a one-time issue or occurrence.)
7. Shall update the list of main motions corresponding to the quarterly mailing cycle.
8. Forwards amended GPI Bylaws to Region 7 & WSO.
9. Reviews and assists with proposed changes to Policies and Procedures Manual.
10. Arranges for GPI visitations to groups as requested.

### **Treasurer**

1. Monthly shall:
  - A. Reconcile bank statement with spreadsheet
  - B. Pay bills, make deposits
  - C. Prepare treasurer's report for IG
  - D. Update monthly financial report & yearly financial report (to date)
  - E. Compare expenses versus receipts
  - F. Evaluate prudent reserves of GPI
  - G. Maintain filing system and update treasurer's information key as approved by finance committee
  - H. Keep receipts of expenses and advances
  - I. Attend monthly IG meeting and present monthly financial report
  - J. Pick up mail at least twice a month
  - K. Collect meeting contributions from monthly GPI Speaker Meeting and pay an additional \$5/month for the facility donation due to the extended use resulting from the monthly GPI Speaker Meeting
2. Quarterly shall:
  - A. Attend finance committee meeting
  - B. Make quarterly donations to Region 7 and WSO, as well as any quarterly rent payments for GPI meeting space
3. Yearly shall:
  - A. (Jan) Submit to Finance Committee a numerical year end summary for previous year; work with FC to compile yearly financial report
  - B. (Jan) File IRS taxes (postcard 990) and 1099/1096 forms for paid contractors
  - C. (Jan) Check expiration date of state sales tax exemption and submit renewal application as needed (every 5 years in 2019, 2024, etc.)
  - D. (Jan) Keep up with all financial obligations due to WSBC delegates
  - E. (Feb) Keep up with all financial obligations due to Spring Region 7 Assembly

- F. (Mar) Submit approved Yearly Financial Report (YTD data from the spreadsheet plus a narrative of overall financial health of GPI in the previous calendar year) to GPI at March meeting
  - G. (Aug) Keep up with all financial obligations due to Fall Region 7 Assembly
  - H. (Oct) Update check signers with bank as needed to include newly elected Executive Board members, another signer to be named by the Finance Committee, and remove those rotating out of their service positions
  - I. (Dec) Pay annual PO Box fees
  - J. (Dec) Contact Pair Networks re: upcoming year's billing so GPI can take advantage of any prepayment discounts
4. Arranges for checks to be signed for the business of GPI. (The treasurer cannot sign checks made out to herself/himself, nor can a second signer sign a check made out to herself/himself.)
  5. Serves as a member of the Finance Committee which makes recommendations to GPI.

## **Finance Committee (FC)**

### ***Section 1: Responsibilities***

1. Serve as overseers of the GPI Treasurer, GPI Finances and related policies, and guardian of GPI funds
2. Perform the duties of their offices in accordance with the GPI Policy and Procedure Manual.
3. Meet quarterly- Second week of January, April, July and October - to conduct FC business.
4. Prepare an annual budget for GPI; submit same for approval to Exec Board for consideration at November Exec Board meeting
5. Perform quarterly audit of GPI spreadsheet and bank statement: 2 members of the FC (excluding the Treasurer) will select a random month from the previous quarter and compare the bank statement with the spreadsheet to confirm agreement
6. Maintain all policies regarding GPI Finances (pending approval of Executive Board and GPI as a whole)
7. Interview prospective GPI Treasurer candidates and make non-binding recommendations to GPI regarding same.

### ***Section 2: Qualification of the FC Chairperson***

The Chairperson of the FC shall be appointed annually by the GPI Exec Board. The GPI Treasurer may not chair the FC. The FC Chairperson must have at least one (1) year of current abstinence. The FC Chairperson can serve for no more than two (2) consecutive years, but is eligible to rotate out to a rank-and-file FC member.

### ***Section 3: Qualification of FC Members***

Members of the Finance Committee must have at least six (6) months of current abstinence. Membership in the FC follows an interview process by existing FC members, and requires approval by all current FC members. There is no limit to how long a member can serve on the FC, and no requirement of previous GPI participation. If a person has been previously approved through the interview process and wants to serve again at a later date, that person must be re-interviewed by the current FC for approval.

### ***Section 4: Required Number of FC Members***

There must be at least three (3) members of the FC, including the Chairperson and GPI Treasurer.

### ***Section 5: Quorum of FC Meetings***

The quorum for a FC meeting is 3 members.

## **Regional Representatives & Alternates**

### ***Section 1: Region 7***

GPI is a member of Region 7 which includes Washington, D. C., and the states of Delaware, Maryland, Pennsylvania, New Jersey, Virginia, and West Virginia. Region 7 hosts two assemblies per year, one in the spring and one in the fall.

### ***Section 2: Responsibilities***

1. Attend Regional Assemblies and make Regional Committee information available to relevant GPI Committee Chairs.
2. Provide a written report following the Regional Assembly, to be submitted via the online reporting document by 12 noon the Wednesday prior to each scheduled GPI meeting, and answer questions as necessary concerning the actions of the Region 7 Assembly.
3. Submit results of your committee work in the monthly GPI Reports, to be submitted via the online reporting document by 12 noon the Wednesday prior to each scheduled GPI meeting.
4. At least two months before R7 Assembly, choose one veteran RR to lead the other RRs for each trip to an assembly using the R7 RR Duties List Available on the OAreion7.org website. Facilitate the use of the Travel Expense Form on GPIOA.org
5. Choose at least one Region committee to be active on each month throughout the year.
6. RRs may not attend more than 8 assemblies in a 5 year period without taking a one year hiatus from service at the region level.
7. Be removed if unavailable for two (2) of three (3) assemblies (RRs).
8. Be removed after four (4) absences from GPI meetings during an election year. After an interval of one (1) year, an individual will again be eligible for election, provided they have remained active as defined in Section 3.

### ***Section 3: Qualifications for Regional Representatives & Alternates***

See GPI Bylaws Article VI Section 3.

## **World Service Delegates & Alternates**

### ***Section 1: Responsibilities***

1. Attend World Service Business Conference (WSBC) and make WSBC Committee information available to relevant GPI Committee Chairs.
2. Provide a written report and answer questions as necessary concerning the actions of the WSBC. Copies of the written report are to be given to the Recording Secretary. This information will also be shared with the Standing Committees as appropriate.
3. Submit results of your committee work in the monthly GPI Reports, to be submitted via the online reporting document by 12 noon the Wednesday prior to each scheduled GPI meeting.
4. At least two months before WSBC, choose one veteran delegate to lead the other delegates for each trip - see the Delegate Registration Instruction Sheet on OA.org. Facilitate the use of the Travel Expense Form on GPIOA.org
5. Choose at least one committee to be active on each month throughout the year.
6. Delegates may not attend more than 4 assemblies in a 5 year period without taking a one year hiatus from service at the world level.
7. Be removed after four (4) absences from GPI meetings during an election year. After an interval of one (1) year, an individual will again be eligible for election, provided they have remained active as defined in Section 3.

### ***Section 2: Qualifications for World Service Delegates & Alternates***

See GPI Bylaws Article VI Section 3.



# **Standing Committees**

## ***Section 1: Current Standing Committees***

The following Standing Committees are established as required to carry out the work of the GPI in the most effective and efficient manner:

1. 12<sup>th</sup> Step Within
2. Professional Outreach
3. Public Information
4. Speakers Bureau
5. Voice of Recovery
6. Marathon

## ***Section 2: Terms of Office***

1. The term of office for a Standing Committee Chairperson shall be one (1) year.
2. Standing Committee chairpersons shall serve a maximum of two (2) consecutive terms, after which one may not be elected to the same position for a period of one (1) year. She/he may be elected to a different position during that time.

## ***Section 3: Qualifications***

Standing Committee Chairpersons shall

1. Have been actively working the Twelve Step recovery program for a period of no less than three (3) months.
2. Have a working knowledge of the Twelve Traditions of Overeaters Anonymous.
3. Have attended at least three (3) GPI meetings, or meetings of another registered intergroup, including one in person (non-virtual) GPI meeting in the last six (6) month period.
4. Be currently maintaining abstinence for no less than three (3) months.
5. Be a regular attendee of a group for a period of no less than three (3) months.

## ***Section 4: Method of Election***

1. Elections shall be held annually in the month of October.
2. To be eligible for election, the applicant must meet the qualifications as defined in *Section 3* and have an understanding of the responsibilities of the position.
3. Follow the same application procedures as the Executive Board as stated in the GPI Bylaws.
4. A simple majority of voting members is required in order to win election to a position.
5. Must have a quorum to hold an election.
6. Virtual attendees will vote by texting their vote to a ballot counter attending in person at the annual election meeting, who will destroy the text messages after the election meeting due to these elections taking place via a non-public ballot system; virtual attendees who are unable to text will be unable to vote in annual GPI elections.

## ***Section 5: General Standing Committee Procedures***

Standing Committee Chairpersons shall

1. Prepare a monthly progress report to be submitted via the online reporting document by 12 noon the Wednesday prior to each scheduled GPI meeting.
2. Prepare an annual budget for the finance committee by June 1st.
3. Build and maintain committees as needed to assist them with their responsibilities, including ensuring that committee members adhere to budgetary constraints when spending GPI monies.
4. Make finding and training their successor an integral part of their duties in order for committees to continue optimal functioning.
5. Be removed after excessive absences from GPI meetings in an election year, as defined below:
  - A. A maximum of three (3) absences are permitted, at the time of the fourth (4<sup>th</sup>) absence the Standing Committee chair automatically loses their position due to excessive absences

- B. A maximum of four (4) GPI meetings may be attended virtually, after which virtually attended meetings will count as an absence
6. If a vacancy occurs for any reason during an election year, at this time the Executive Board will name an Acting Chairperson until an election can be held. (An Acting Chairperson must meet all of the qualifications listed in *Section 3*)

## ***Section 6: Responsibilities of Individual Standing Committees***

### **12<sup>th</sup> Step Within**

1. Coordinate quarterly events. The 12th Step Within or Marathon Committees shall have events on Abstinence, Sponsorship, and Working the Steps every year. See Appendix C for additional information on planning a marathon/special event.
2. Coordinate group activities or a special event to observe Sponsorship Weekend (third weekend in August) and 12<sup>th</sup> Step Within Day (Dec 12)
3. Coordinate the annual Fun Not Food Picnic

### **Professional Outreach**

1. Act as a liaison between the professional community and GPI. The professional community is defined as doctors, psychologists, therapists, counselors, clergy, nurses, teachers, recruiters and other administrators for the military, directors and administrators of rehabilitation centers, hospitals and schools.
2. Ensure that OA is included as a reference in any listings (phone books, websites, etc.) which target helping professionals.
3. Coordinate speaking engagements as requested.
  - A. Speaker Qualifications are two (2) years of continuous abstinence, maintaining a healthy weight, and having worked all 12 steps.
4. Contact the professional community & general public to provide them with information on OA and the Twelve Step program of recovery.
5. There should be three workshops per year all of which are open to professionals, students in training, and OA members.

### **Public Information**

1. Represent GPI by bringing awareness of OA to the general public.
2. Ensure that OA is included as a reference in any listings (phone books, websites, etc.) which target the general public.
3. Handle press releases
4. Arrange for (2) announcements in area newspapers monthly.
5. Arrange for public service announcements on TV and radio.
6. Arrange for speakers when requested by media.
  - A. Speaker Qualifications are two (2) years of continuous abstinence, maintaining a healthy weight, and having worked all 12 steps.
7. Conduct public information campaigns (bus sign, billboards, posters, etc.)

### **Speakers Bureau**

1. Make available a list of currently qualified speakers for both within and outside of OA. The list shall be revised and updated for the April and October mailings.
  - A. Qualifications for speakers within OA: Six (6) months of abstinence and having worked the first five (5) steps
  - B. Qualifications for speakers who will represent OA to non OA members: Two (2) years of continuous abstinence, maintaining a healthy weight, and having worked all 12 steps
2. Maintains a list of people who can share their personal experience, strength and hope with compulsive eating as a youth and will speak at meetings and schools when requested.
3. Oversee the monthly GPI speaker meeting and update the format as needed.
  - A. Find a speaker from our Speakers List or from other GPI members' suggestions

- i. The same person should not speak within a 12 month period
- B. Contact the person by phone or email one week prior to remind him or her.
- C. Have a day-of contact person in case of emergency or getting lost
- D. GPI Chairperson will announce the need for a chairperson of Speaker Meeting at the GPI Meeting if a prior chair has not already been arranged and/or lead it themselves if no one volunteers
- E. Chairperson of the Speaker Meeting will write their name and the Speaker's name in the back of the Speaker Meeting We Care book and update the GPIOA Speaker Meeting History document on the online archive
- F. Ensure that meeting contributions are passed to the GPI Treasurer to pay the additional \$5/month "rent" due to the extended use resulting from the monthly GPI Speaker Meeting

### **Voice of Recovery (VOR)**

1. Compile quarterly free newsletter in accordance with guidelines provided by WSO.
2. Collect articles for publication from groups and individuals, including the following items:
  - A. Articles sharing experience and hope of recovery from eating disorders
  - B. Highlights of GPI activity of interest to the general membership
  - C. Names and telephone numbers of GPI officers and standing committee chairpersons
  - D. Phone numbers of those willing to be on the late night network, as available
  - E. Dates, times and locations of upcoming events of interest to the general membership.
  - F. Include a link to the WSO Events Calendar
3. Maintain a consistent appearance in the VOR using the suggested VOR Style Guide (see **Appendix D**)
4. Prepare the newsletter for printing and submit PDF to webmaster for website and final printing by the stated deadline – email [webmaster@gpioa.org](mailto:webmaster@gpioa.org)
5. Submit final published copy of each edition of the VOR to Lifeline at [info@oa.org](mailto:info@oa.org)

### **Marathon Chairperson**

1. Coordinate one (1) weekend retreat per year. See **Appendix C** for additional information on planning a retreat.
2. Coordinate marathons for Unity Day, IDEA Day and the OA Birthday. See **Appendix C** for additional information on planning a marathon/special event.
3. The Marathon or 12th Step Within Committees shall have events on Abstinence, Sponsorship, and Working the Steps every year.
4. Coordinate a clearing house for marathons/special events being sponsored by local groups.
5. Assist groups within GPI with information regarding the organization of marathons/special events at their meeting place.
6. Insure, to the best of his/her ability, that marathons/special events are not planned for major national religious holidays, or major public events that would affect attendance.

## **Special Worker: Webmaster/Administrator**

### ***Section 1: Description***

The Webmaster/Administrator (GPI SW) is an independent contractor, and is not a direct employee of GPI. The contract is reviewed yearly.

The only tax filing responsibilities of GPI in regard to the GPI SW shall be a yearly filing of IRS form 1099.

### ***Section 2: Responsibilities***

#### **Webmaster Duties**

1. Maintain and update the pages, links, and information on <http://www.gpioa.org> in accordance with the OA Website Development Guidelines

2. Interact with the web hosting company to ensure that the website is working properly
3. Administer all email accounts and pairLists for GPI, including sending out monthly reminders to clean out GPI email boxes and keep track of who is responsible for the email boxes of vacant positions
4. Monitor web hosting disk usage and file size to avoid cost overruns
5. Compile any information requested from web reports for GPI
6. Maintain the GPI database
7. Respond to all webmaster related emails at [webmaster@gpioa.org](mailto:webmaster@gpioa.org) and [info@gpioa.org](mailto:info@gpioa.org); route other messages as necessary to the appropriate service person/committee
8. Post monthly reporting document to online archive and send out email notification of same by 5p the Sunday before the GPI meeting
9. Post necessary documents to GPI website in preparation for each GPI meeting and send out email notification of same by 12p the Friday before the GPI meeting
10. Review meeting information posted at <http://www.oa.org> to ensure that it is correct.
11. Ensure that all GPI events are posted to the Region 7 Calendar and WSO Datebook Calendar
12. Supervise GPI Technical Committee to assist with any of the above as needed (GPI SW is ultimately responsible for task completion)

### **Administrative Duties**

1. Check voicemail at least three (3) times per week, mail out meeting packets as requested (maintain record of number of relevant calls and meeting lists mailed out per month) and forward on other messages as needed
  - A. Packets include a current meeting list, OA Pamphlets #130 A Program of Recovery, and the GPI Hotline Packet Letter (available at <http://www.gpioa.org/docs/gpi/1501HotlineLtr.pdf>)
2. Coordinate scheduling of GPI meetings with current UPMC contact
3. Prepare GPI quarterly mailings and bring same to January, April, July and October GPI meetings for distribution; mail any envelopes not picked up at GPI meeting. GPI quarterly mailings will contain the following:
  - A. Updated Quarterly GPI Meeting List
  - B. Quarterly VOR Newsletter
  - C. Quarterly 12<sup>th</sup> Step Within Monthly Activity Flyers
  - D. Relevant Event Flyers
  - E. Any other information as requested by GPI committee chairs
4. Compile quarterly GPI literature order and bring completed order to January, April, July and October GPI meetings for distribution
5. Maintain GPI online archive using google drive at [gpioa.archive@gmail.com](mailto:gpioa.archive@gmail.com)
6. Maintain master GPI calendars (Events and Service) at [gpioa.archive@gmail.com](mailto:gpioa.archive@gmail.com)
7. Maintain master GPI address book at [gpioa.archive@gmail.com](mailto:gpioa.archive@gmail.com)
8. Prepare minutes from each GPI meeting, including the following:
  - A. Minutes shall include a detailed attendance record of all attendees
  - B. Minutes shall clearly state each main motion and whether it passed, failed, or was tabled
  - C. All reports must be appended to the minutes
9. Print out necessary documents for each GPI meeting
10. Have a device at each GPI meeting capable of accessing the GPI online archives in order to address any questions or facilitate discussion
11. Maintain sufficient supplies for GPI while staying within budgetary constraints, including:
  - A. Office supplies necessary to conduct regular GPI business
  - B. GPI literature supplies for PI and/or PO events
  - C. GPI literature supplies for GPI events (12<sup>th</sup> Step Within or Marathon)
  - D. GPI Newcomer Packets
  - E. GPI-related OA Guidelines (have at least one (1) hard copy of each for reference)

- F. Service-related OA pamphlets (have at least five (5) copies available for sale at each GPI meeting):
  - i. #200 A Guide for Sponsors
  - ii. #425P Carrying the Message (Wallet Card)
  - iii. #753P Introducing OA to Health Care Professionals
  - iv. #120 OA Handbook for Members, Groups and Service Bodies
  - v. #220 Sponsoring Through the Twelve Steps
  - vi. #330 The Twelve Concepts of OA Service
  - vii. #445 Twelve Traditions Pocket Guide
  - viii. #770 When Should I Refer Someone to Overeaters Anonymous
12. Maintain updated copies of the following documents on the GPI website and in the online archive:
  - A. GPI Bylaws and Appendices (have one printed copy at each GPI meeting for reference)
  - B. GPI Policy and Procedure Manual (have one printed copy at each GPI meeting for reference)
13. Review all GPI Forms yearly & make any needed changes/updates
14. Renew application for modified version of OA logo with WSO every two (2) years or as needed.
15. Assist Executive Board and Standing Chairs as needed
16. supervise GPI Administrative Committee to assist with any of the above as needed (the GPI SW is ultimately responsible for task completion)

### ***Section 3: Qualifications***

1. Shall have a working knowledge of the steps, traditions, and concepts of Overeaters Anonymous
2. Shall have sufficient internet access and technical knowledge to fulfill the job responsibilities detailed in Section 2.
3. Must be able to attend the monthly meetings of GPI (may attend virtually with prior approval by the Executive Board)
4. Shall be deemed in violation of their contract in the event of any of the following without prior written approval of the Executive Board:
  - A. Not attending more than three (3) GPI meetings in a calendar year
  - B. Not updating information on the GPI website in a timely fashion (within one (1) month)
  - C. Not meeting the deadline for the quarterly mailing

### **Amendments to Policies and Procedures Manual**

The Policy and Procedure Manual may be updated without following the below amendment procedures in the following cases: updating links to online resources, making updates as the result of a Main Motion, or updating Appendices C & D.

1. Amendments may be submitted by Groups, IRs, Committee Chairpersons, Executive Board, or the Bylaws Committee.
2. A copy of the proposed amendment, accompanied by a statement of intent, must be emailed to the GPI Vice Chair at least thirty (30) days prior to the regularly scheduled GPI meeting at which the amendment will be considered.
3. Written notice shall be prepared and emailed by the GPI Chair to [webmaster@gpioa.org](mailto:webmaster@gpioa.org) at least fourteen (14) days prior to said meeting.
4. The final Amendments document will be posted to the GPI website along with other regular GPI meeting documents by 12p the Friday before the GPI meeting
5. These Policies and Procedures may be amended at a regularly scheduled meeting by a quorum approval of two-thirds (2/3) of the voting members present.

## **Procedure for making Amendments to Bylaws**

1. Amendments to the Bylaws may be made by any group member of the groups that form GPI. Amendments must be submitted in writing to the Vice Chair.
2. The Vice Chair will notify GPI of the proposed amendment by announcing it as part of his/her report at the next GPI meeting.
3. The Vice Chair will present the amendment to the Chair of Intergroup in writing fifteen (15) days prior to the following meeting.
4. The GPI Chair will have the amendment printed on the agenda.
5. The Bylaws will be posted to the GPI website. In addition one hard copy will be available to IG meetings for reference and one hard copy will be available for people without computer access.

## **Miscellaneous Information**

### ***Anonymity Policy***

Any documents which will be posted publicly online must not contain a member's last name, including in an email address. Relevant documents include but are not limited to: GPI Agendas, GPI Minutes, GPI Reports, Financial Reports, Executive Board Minutes, the VOR, and any event flyers.

### ***Storage Locker***

Information on the GPI Storage Locker is available at <https://www.gpioa.org/docs.htm#locker>

### ***Literature Order and Pricing***

1. GPI compiles literature orders from interested OA groups within GPI and submits a quarterly literature order
2. The deadlines for literature orders are as follows:
  - A. December 15<sup>th</sup> for pickup at the January GPI meeting
  - B. March 15<sup>th</sup> for pickup at the April GPI meeting
  - C. June 15<sup>th</sup> for pickup at the July GPI meeting
  - D. September 15<sup>th</sup> for pickup at the October GPI meeting
3. Group orders will not be submitted until the order details and payment in full is received by the webmaster; acceptable forms of payment are cash paid at the GPI meeting, a money order mailed to the webmaster, or via PayPal (contact [webmaster@gpioa.org](mailto:webmaster@gpioa.org) for mailing address and Paypal information)
4. No literature order will be submitted unless the subtotal is at least \$100.00. This will ensure that GPI pays the least possible amount for shipping.
  - A. In the event that a quarterly literature order does not meet the \$100 threshold, groups which placed an order will be informed that the order will be held until the next quarter
5. Groups are responsible for sending an IR to pick up literature orders; the webmaster will not deliver orders to individual GPI meetings
6. GPI pricing of literature available for sale at GPI Events shall be as follows:
  - A. For books and CDs ordered from WSO, add 15% to the price, and then round to the nearest dollar. For example, Voices of Recovery currently sells for \$12.00. Adding 15% brings the price to \$13.80, and rounding to the nearest dollar makes the final selling price for GPI \$14.00.
  - B. For pamphlets ordered from WSO, add 15% to the price, and then round to the nearest quarter. For example, the Dignity of Choice pamphlet currently sells for \$0.75. Adding 15% brings the price to \$0.86, and rounding to the nearest quarter makes the final selling price for GPI \$1.00.

## **Appendix A: Resources**

### ***GPI Resources***

#### **GPI Member Roster**

The GPI Member Roster and contact information is available at <https://www.gpioa.org/service.htm#roster>

#### **Documents**

##### ***GPI Advance Form***

Both PDF and editable versions of the GPI Advance Form are available:

<http://www.gpioa.org/docs/gpi/GPI-Advance-Form.pdf>

<http://www.gpioa.org/docs/gpi/GPI-Advance-Form.doc>

##### ***GPI Bylaws***

The current GPI Bylaws are available at <http://www.gpioa.org/docs/gpi/180107GPIBylaws.pdf>.

Appendix A (Articles of Incorporation) of the Bylaws is available at

<http://www.gpioa.org/docs/gpi/160710GPIBylaws-AppA.pdf>

Appendix B (Main Motions) of the Bylaws is available at <http://www.gpioa.org/docs/gpi/160710GPIBylaws-AppB.pdf>

##### ***GPI Election Form***

Both PDF and editable versions of the GPI Election Form are available:

<https://www.gpioa.org/docs/gpi/1408GPIElectionForm.pdf>

<http://www.gpioa.org/docs/gpi/1408GPIElectionForm.doc>

##### ***GPI Expense Report***

Both PDF and editable versions of the GPI Expense Report are available:

<http://www.gpioa.org/docs/gpi/GPI-Expense-Report.pdf>

<http://www.gpioa.org/docs/gpi/GPI-Expense-Report.doc>

##### ***GPI Travel Expense Form***

Both PDF and editable versions of the GPI Travel Expense Form are available:

<http://www.gpioa.org/docs/gpi/GPI-Travel-Expense-Form.pdf>

<http://www.gpioa.org/docs/gpi/GPI-Travel-Expense-Form.doc>

##### ***GPI Welcome Packet***

The GPI Welcome Packet consists of:

1. "What is GPI?" flyer, online at <http://www.gpioa.org/docs/gpi/WhatIsGPI.pdf>
2. GPI Welcome Letter (including GPI standing rules), online at <http://www.gpioa.org/docs/gpi/WelcomeRules.pdf>
3. "Through Our Own Contributions..." is online at [www.gpioa.org/docs/gpi/ThruOurOwn.pdf](http://www.gpioa.org/docs/gpi/ThruOurOwn.pdf)  
Please note the original document is legal sized; be sure to select "letter" when printing
4. #230 The Twelve Traditions of OA (discontinued)
5. #330 The Twelve Concepts of OA Service, available for purchase from <http://www.oa.org>

#### **Instructions**

##### ***Online Archive***

Information about and instructions for accessing the GPI Online Archive are available at

<https://www.gpioa.org/docs.htm#archive>

##### ***Online Address Book***

Information about and instructions for accessing the GPI Online Address Book are available at

<https://www.gpioa.org/docs.htm#address>



### Approving all-GPI Emails

Information about the all-GPI Email list and instructions for approving messages to this list are available at <https://www.gpioa.org/docs.htm#allgpi>

### Cleaning Out GPI Email Boxes

Information about the all-GPI Email list and instructions for approving messages to this list are available at <https://www.gpioa.org/docs.htm#email>

## **Region 7 Resources**

Region 7 website is <http://www.oaregion7.org>

### **Representatives**

Assembly information for representatives is available at <http://oaregion7.org/assemblies/>

### **World Service Resources**

The World Service Office (WSO) website is <http://www.oa.org>

### **Delegates**

Current Conference information is available at <https://www.oa.org/world-service-events/world-service-business-conference/>

### **Other Information**

A number of useful reference documents are available at <https://www.oa.org/documents/>

## **Appendix B: Travel Policy**

It shall be the policy of Greater Pittsburgh Intergroup to reimburse delegates for reasonable out-of-pocket expenses. For purposes of this policy, a delegate shall be defined as a Regional Representative, an Alternate Regional Representative, World Service Business Conference Delegate, World Service Business Conference Alternate Delegate, or any member authorized by the Greater Pittsburgh Intergroup to conduct business of GPI. Expenses shall be defined as travel, meals, lodging and similar expenses of a business nature when incurred in effectively carrying out GPI business. Every delegate is expected to use good judgment when expending and approving expenses.

Administration of this policy shall be on a basis consistent with maintenance of reasonable living standards and appropriate representation of GPI in the situation to which the expenditure is related.

Items of a personal nature incurred while traveling shall be carefully segregated from GPI expenses and are not reimbursable.

### ***Allowable Expenses:***

To comply with the travel and entertainment expense provisions of the Federal tax laws, each delegate must be governed by the following:

1. All receipts for lodging, transportation, food and other expenditures must be attached to the expense report. All expenses must have a receipt or they will automatically be rejected for reimbursement.
2. Points traveled and purpose of trips must be fully explained.
3. Details of meal expenses must include the business purpose of the meal.
4. Allowable transportation expenses are as follows:
  - A) Mode of transportation shall be decided by the consensus of the delegates. As a general guideline, trips taking less than five (5) hours driving should be made by motor vehicle.
  - B) If a delegate chooses not to carpool with the group, her or her transportation costs will be treated as a personal expense.
  - C) Mileage reimbursements are made at the rate of the IRS Charitable rate +\$0.20 per mile.
  - D) GPI will reimburse for mileage OR gasonline expenses, but not both.
5. Allowable lodging expenses are as follows:



- A) Delegates are required to share rooms so as to keep lodging costs low. If a delegate chooses a single room, only the shared room cost will be reimbursable; the delegate will be responsible for the remainder of the single room cost.
  - B) Fees for a room refrigerator are allowed as a way to keep meal costs low
  - C) GPI will not reimburse for any meals or beverages taken in the room, such as room service or restocking fees.
  - D) GPI will not reimburse for any entertainment costs, such as in room movies.
6. Allowable meal expenses are as follows:
- A) If a meal is provided by the Assembly or Conference, GPI will not reimburse for a separately purchased meal unless the delegate has a health condition requiring the specially purchased meal.
  - B) The actual cost of meals, including tips where necessary, while away from the GPI area is reimbursable provided the total amounts fall within the meal guidelines given below. The delegate's good judgment is expected so that cost effectiveness is maximized.
  - C) If tipping is necessary, fifteen (15) to twenty (20) percent of meal cost is considered an adequate tip. Tips above twenty (20) percent of meal cost are not reimbursable.
  - D) Total meal costs per day for the Region 7 Assembly shall not exceed fifty-five dollars (\$55.00) per day, or an average of fifteen dollars (\$15.00) for breakfast, fifteen dollars (\$15.00) for lunch, and twenty-five dollars (\$25.00) for dinner. Costs above these amounts will be considered excessive and will not be reimbursed.
  - E) Total meal costs per day for the World Service Business Conference shall not exceed fifty-five dollars (\$55.00) per day, or an average of fifteen dollars (\$15.00) for breakfast, fifteen dollars (\$15.00) for lunch, and twenty-five dollars (\$25.00) for dinner. Costs above these amounts will be considered excessive and will not be reimbursed.
  - F) If a delegate must travel for GPI business to a high cost area, such as New York City or San Francisco, the Finance Committee will determine total allowable meal costs per day on an as needed basis.
  - G) Meal costs incurred in the GPI area are not reimbursable unless the delegate's duties require purchase of meals normally taken at home.
  - H) Meal costs for travel days will be reimbursed according to the following schedule:
    - i. Departing before 12:00 noon will be reimbursed for two (2) meals
    - ii. Departing after 12:00 noon will be reimbursed for one (1) meal
    - iii. Returning before 12:00 noon will be reimbursed for one (1) meal
    - iv. Returning after 12:00 noon will be reimbursed for two (2) meal
  - I) All cocktails, liquors, or other such beverages is considered a personal expense and is not reimbursable.

### ***Administration***

This policy will be administered by the GPI Finance Committee (FC). Any expenditures which appear to be excessive or unusual shall be investigated by those responsible for approval. It is the responsibility of the GPI FC to see that expenses meet the requirements of the Federal Tax Law.

### ***Expense Advances***

Advances may be assigned to delegates to provide funds for travel expenses when out of the GPI area. Advances are to be kept to an absolute minimum; the GPI Treasurer will pay directly for as many advance expenses as possible, such as airline tickets.

A delegate requesting an advance must submit a properly completed Advance Form before any funds will be disbursed. The Advance Form must be submitted to the GPI Treasurer at least thirty (30) days before the advance is required in order to be considered. The GPI FC must specially approve any

advances not submitted within this timeframe. Advances will not be disbursed any earlier than two (2) weeks prior to the delegate's expected departure date.

Any unexpended portion of the advance is to be returned to GPI within ten (10) days of the completion of the trip, along with an itemized expense report with supporting documentation and receipts, or the delegate becomes responsible to return the entire advance to GPI.

### ***Reimbursement of Expenses***

Reimbursement for allowable expenses is obtained by submitted an itemized expense report with supporting documentation and receipts to the GPI Treasurer. Approval of questionable expense reports will be by a consensus of the GPI FC. Expenses shall be reimbursed to the delegate no later than the next meeting of GPI following the submission of the itemized expense report with supporting documentation and receipts.

## **Appendix C: Event Information**

### ***Documents***

#### **Event Evaluation Form**

The Event Evaluation Form is available at <http://www.gpioa.org/docs/gpi/EventEvalDoc.pdf>

#### **Event Financial Report**

The Event Financial Report is available at <http://www.gpioa.org/docs/gpi/GPI-Event-Report.xls> and must be completed for all GPI retreats/events

#### **Event We Care Sheet**

A printable Event We Care Sheet is available at <http://www.gpioa.org/docs/gpi/WeCarePage.pdf>

### ***Retreat Planning***

It is suggested to allow at least one (1) to two (2) years planning time for retreats.

Questions to ask the facility hosting the retreat (if at all possible, plan to visit the facility):

- ◆ When are they available? (It can take several months to really pull off a good retreat, so schedule accordingly)
- ◆ What is the basic cost for lodging and meals (either per person or a flat rate)?
- ◆ What is included in the lodging? (some facilities provide beds only and registrants have to bring pillows and bed linens; whereas others provide full service)
- ◆ How large a group can they handle? (consider both lodging and meeting rooms for possible day-trippers)
- ◆ Is there a minimum number of registrants required?
- ◆ Who handles registration? (some facilities request that all registration be run through them)
- ◆ How many meeting rooms are available for workshops (if that is the desired format)? At what cost?
- ◆ Can they or their caterer meet the special requirements of an OA group? (be specific)
- ◆ Can we develop a menu for the caterer to follow? At what cost?
- ◆ What kind of beverage service is available between meals?
- ◆ Will they accommodate day-trippers? (Some facilities require that anyone attending for even a day pay the full price and eat only the food they provide, thereby eliminating unannounced day-trippers)
- ◆ Is there space for people to store/prepare their own food? Is this an additional cost?
- ◆ Is there a deposit required?
  - How much?
  - Is it applied to the final bill?
  - When is it due?

- Is it refundable?
- How late can we cancel and recover the deposit (or a portion thereof assuming it is refundable)?
- ◆ Beyond lodging and meals, do additional options exist? (pool, sound system, exercise room, etc)?
  - How much for each?
  - What lead time is required to reserve an each option?
- ◆ What are our responsibilities as far as setup/clean up and meal prep are concerned?
- ◆ Is ample parking available for the registrants? Is there an additional cost?

Questions to ask yourself (GPI) before setting the price, assuming that GPI has voted in favor of conducting a retreat and providing the funds for at least the deposit):

- ◆ All retreats/events are expected to cover their costs and show some profit
- ◆ How many people do you realistically expect to attend?
- ◆ What other options available from the retreat facility do you want to utilize?
- ◆ Can registrants come for only part of the weekend and stay in the facility? Do they get a reduced rate?
- ◆ Will single rooms be offered? Will they be charged more?
- ◆ Will day-trippers be invited? What will you charge (per day, graduated, flat rate)?
- ◆ Will scholarships be offered? Full or partial? How many?
- ◆ Will travel for out of town leaders be paid for (if that turns out to be format selected by the committee planning the retreat)?
- ◆ How much will you cover? (Check with region for possible speaker funding as travel for board members to speak at retreats may be covered in their budget)

Questions to ask once you have decided to hold the retreat. These must be answered before you distribute flyers as some of this should be on the flyer / registration form, marked with an asterisk:

- ◆ If scholarship(s) will be provided, will a scholarship fund be set up using donations from other registrants?
- ◆ Will the format be structured by one or two leaders in an auditorium style or will it consist of workshops led by a variety of registrants (weekend or day-tripper)?
  - Will registrants be able to specify which topics they'd like to have workshops on?
  - How many separate workshops will go on simultaneously?
- ◆ You will need someone other than the committee chair or registrar to lay out the workshop schedule.
- ◆ What service opportunities will there be for registrants?
  - Opening/Closing speaker / Workshop leader (abstinence requirements?)
  - Meal prep / setup / clean up
  - Activities coordination
  - Greeter/Hugger
  - Literature sales or other fund raising tasks (selling raffle tickets, coordinating silent auction, etc)
  - Decoration
- ◆ Will the format be based on a specific piece of literature (Big Book, 12 & 12, etc)?
  - Should registrants bring their own or will selected texts be provided? (budgetary consideration also)
- ◆ Will there be theme/name for the retreat?
  - Centered on a specific aspect of recovery (spirituality, surrender, abstinence, tools, etc)?
  - Will the theme be based on the facility and its surroundings?
  - Will the theme be seasonal?

- ◆ How much free time will be provided in the program?
  - What time(s) will be set as free time?
  - What activities might be offered during the free time?
- ◆ Who will be the registrar and other contacts?
  - Phone and email for all contacts, including registrar needs to go on the flyer
  - It is suggested that the registrar not be the same person chairing the retreat planning committee; it is too much for one person.
- ◆ Who is going to do the flyer?

Budgetary Considerations, keeping in mind the aim of the retreat and the expected attendance. The below assumes that IG accepts the cost of copying the flyers as part of regular operating expenses.

- ◆ All retreats/events are expected to cover their costs and show some profit
- ◆ Remember to include any travel allocation for out of town leaders in the budget if that was decided earlier.
  - Keep in mind that Region 7 has funds for travel expenses for one out of town speaker per intergroup per year
- ◆ Remember to plan how the GPI literature will get to the retreat for literature sales
- ◆ What will be provided to the registrants upon arrival (nametags, writing materials, program agenda, commemorative pens, etc.)?
- ◆ How much will be spent on decorations? (Set the ceiling and basic guidelines and let whoever is doing decorations run with it, not the committee chair)
- ◆ Will you need to provide signs to direct people to the retreat? How many and what size? Will they be made by members or professionally?

#### Summary (Bottom Line)

There is a reason that Region and WSO actually begin planning retreats/conventions two years in advance and engage numerous people to make them happen.

To plan and conduct a retreat, a committee of at least six people should be established, and they should enlist help from others (including registrants). It is also necessary for the members of this committee to communicate frequently and meet outside of intergroup. The time allotted to event planning at intergroup is insufficient to deal with everything that needs to be addressed in order to yield the desired results for a retreat.

The following activities would benefit by having a dedicated lead within the committee:

- ◆ Retreat Planning Committee Chair (Should not take on any more than one of the below positions, and strongly suggested that position be something other than registrar)
- ◆ Registrar
- ◆ Service coordinators
  - Program coordinator (get leaders and lay out the schedule)
  - Facility/Caterer liaison
  - Activities/Events Coordinator
  - Decorations
  - Scholarship coordinator (If applicable – Registrar could handle in a pinch.)
  - Welcome packet / Program material coordinator (may or may not be needed depending on the complexity of the program, nametags needed at a minimum)

## ***Fun Not Food Picnic Planning***

<b>TASK</b>	<b>DETAILS</b>	<b>WHO TO DO</b>	<b>TARGET DATE</b>
Make park reservation	Call/go to: Highland Park; send receipt to GPI Treasurer		12-9 months prior to picnic
Flyer: Save the Date	Create, forward to GPI webmaster for distribution to groups		April GPI mtg or earlier
Flyer: Fun not Food Kids welcome: call to coordinate	Create flyer and include Info for kids coming		April/May GPI mtg
Send Flyer to GPI Webmaster	Email flyer to GPI Webmaster		Before June GPI
Decide & gather materials for activities Bring prizes for children	Gather games, toys from locker & members, water balloons, squirt guns, kick ball		1-3 months prior
Ice Breaker Exercise and Welcome to All	Decide who to lead; calls for leader Leader: _____ Who to welcome: _____		1-3 months prior
Literature Display	Check/Gather from locker		1-3 months prior
Signage with Directions	Make signs with directions in park. Gas balloons		1-3 months prior
Speaker	Decide who to speak; calls for speaker; timeframe: 20-30 mins. Leader: _____ Start at 1:30pm		3 months prior
Yoga Practice	Decide who; calls for leader Leader: _____ Start at _____		3 months prior
Buy items and store	Tub, ice, water, table cloths, wipes, tape, brush, garbage bags, prizes for kids		2-4 wks prior

## ***Marathon/Special Event Planning***

It is suggested to allow at least six (6) months planning time for marathons/special events.

- ◆ Decide on a workshop theme: what do you want to accomplish?
- ◆ Set length of time depending on theme and number of topics, e.g. a few hours as a separate event, or a full day or weekend retreat.
- ◆ All retreats/events are expected to cover their costs and show some profit
- ◆ Consider budget and whether or not to ask for a suggested donation or 7th Tradition collection.
- ◆ The following chart can help with budgeting and planning:

<b>ITEM</b>	<b>Person Responsible</b>	<b>Contact Info</b>	<b>Estimated Cost</b>
Rent			
Pamphlets and books			
Raffle or door prizes and tickets			
Paper, pens, markers			
Name tags			
Speaker travel expenses			
Recording equipment			
Water/coffee/tea			
<b>TOTAL</b>			

- ◆ Set date and times
- ◆ Secure location, one preferably with ample car parking and near a public transportation venue
- ◆ Find speakers, presenters, and volunteers (set-up, clean-up, greeters, etc.) - local, intergroup, or regional OA members? Gather contact info for all.
- ◆ Set opening, workshop topics and times, speaker, break/meal time, closing, & takeaway items

- ◆ Have back-up plan if a speaker does not show or the workshops move quickly and there is extra time, like having an impromptu OA meeting or dance or something else.
- ◆ Additional workshop topics could include food plans, incorporating 12 Steps into abstinence, working with a sponsor on food plans/abstinence...plus whatever else.
- ◆ Create event schedule for participants.
- ◆ Create publicity online and on paper. Announce workshop at meetings, local website, and to neighboring intergroups and region.
- ◆ Confirm volunteer attendance with follow up calls a few days before the event.
- ◆ Visit event venue ahead of time to plan room setup, registration, water/coffee/tea, and other items.
- ◆ Day of event
  - Arrive very early for set up
  - Speakers arrive 30 minutes before event
  - Doors open 15-30 minutes before event
  - At registration table: event schedule, name tags, pens and paper
  - Offer tickets if raffle or door prizes will be held
  - Present workshops and speakers
  - Have fun!
  - Distribute and collect Event Evaluation Form
  - Clean up after yourselves. Leave things better than you found it.

## Appendix D: Voice of Recovery Style Guide

The purpose of this guide is to document format and style changes put into effect in 2014 in order for subsequent editors be consistent easily. We believe a consistent format will help VOR readability.

### *OA Guidelines for Newsletters*

OA World Service provides guidelines for newsletter editors to follow. These guidelines are available on the OA.org website.

### *Voice of Recovery Format*

The Voice of Recovery is a four-page newsletter printed and distributed to meetings in B&W and delivered electronically in color and B&W.

1. Color:
  - A. One coordinating color is used in the color version for horizontal bars bordering pages, separating articles on a page. We do not use color backgrounds in order to save ink and toner for those who print the VOR.
  - B. The color should coordinate with the photographs used in the issue.
  - C. In the B&W version all coordinated color elements should be changed to full black.
2. Masthead:
  - A. GPIOA logo, flush left, artwork provided by GPIOA Webmaster, permission to use the logo has been secured.
  - B. Voice of Recovery, flush right, Perpetua Titling font, size 38 (“of” Perpetua Titling font, size 20) n Text 1, 75% gray/black.
  - C. Horizontal lines (inserted shape) above and below masthead, 2 ¼ weight, no shadow, in the coordinated color for color version or black for B&W version.
  - D. “X Quarter YEAR” in Perpetua Titling font, size 11, flush right, above top horizontal line.
3. Pages:
  - A. Bottom on cover page and top/bottom of all subsequent pages bordered by horizontal lines (inserted shape), 2 ¼ weight, no shadow, in coordinated color for color version or full black for B&W version.

- B. Below lower line on pages 2-4, Voice of Recovery, flush left, X Quarter YEAR, centered, and Page X, flush left in Perpetua Titling font, size 10.5 (“of” in size 8).
- C. Transition between pages:
  - i. “Continued on page X.” in Century Gothic font, italicized, size 9, centered, in full black.
  - ii. Title of article, Century Gothic font, italicized, size 10.5, and “Continued from page Y” in same italicized font, size 9, in Text 1, full black.
- 4. Table of Contents:
  - A. Table of contents appears on page 1 of the newsletter.
  - B. VOR/GPIOA identification information in Perpetua Titling font, italicized, size 10/8, for Voice of Recovery, and Century Gothic font, italicized, size 10 for remainder of the sentence. Sentence is centered in the text box.
  - C. Titles in Perpetua Titling font, size 10.5, flush right.
  - D. Writing credit in Book Antiqua font, italicized, size 10.5, indented under title two spaces.
  - E. Page number same as writing credit except flush right.
  - F. Caveat at the bottom of table of contents is Century Gothic font, italicized, size 9, centered in the text box.
- 5. GPIOA Roster:
  - A. GPIOA roster appears on back page/page 4 of the newsletter.
  - B. Roster information is in Century Gothic font, size 9.
- 6. Major Articles:
  - A. Titles in Century Gothic font, size 18-20, in Text 1, full black. Titles are centered above the article text. Color-coordinated bar appears under each title, 2 ¼ weight, no shadow.
  - B. Text in Century Gothic font, size 10.5, in Text 1, full black.
  - C. Text flush left, hyphenation function activated.
  - D. Writing credit flush right, two dashes, in Century Gothic (italicized) font, size 10.5, in Text 1, full black.
  - E. In cases where call out text to emphasize a point or to break up text, use Century Gothic font, size 22, centered in Text 1, full black.
- 7. Minor Articles:
  - A. Same as major articles, except title font size 12-13.5.
- 8. Photographs:
  - A. Feature at least one photograph on each page of the newsletter.
  - B. Select photos that minimize ink/toner usage.
  - C. Select photographs that reinforce content or season.
  - D. For photographs submitted by members, indicate photographer credit on the photo in Century Gothic font, size 5.
  - E. Compress the photographs to enable easy emailing of the newsletter.
  - F. Sources for good quality fee-free photographs that don’t need to be credited can be found on the internet

### ***Voice of Recovery Writing Style***

- 1. “S” in reference to 12 Steps or one of the 12 Steps is capitalized. References to 12 traditions, promises and concepts are not capitalized.
- 2. “OA” is used in lieu of Overeaters Anonymous.
- 3. “GPIOA” and “Intergroup” are used in lieu of Greater Pittsburgh Intergroup Overeaters Anonymous.
- 4. “VOR” is used in lieu of Voice of Recovery.
- 5. God, Higher Power and like references are capitalized.
- 6. Reference to Steps 1 to 12 uses numerals. Other numbers from one to ten are spelled; numbers 11 and above use numerals.

7. In articles, dates are spelled the month with comma between date and year. In posted schedules, dates can be numeric MM/DD to save space.

### ***Voice of Recovery Content***

1. All content should reinforce OA program experience, strength and hope.
2. Full articles should be brief, limited to 300 words.
3. We prefer content submitted from local membership, but we may reprint articles from other OA publications with credit.
4. Factual information such as dates, URLs, email addresses should be tried and double-checked for accuracy. The GPIOA roster can change continually; double check roster info just prior to submitting to the Webmaster.
5. The 2012 GPIOA Membership Survey results provide information on desired topics for VOR.
6. The 2014-15 VOR Committee suggests that each issue contain an “interactive” element, such as a worksheet or list of resources requiring action on the reader’s part.

### ***Voice of Recovery Schedule***

1. The Voice of Recovery is distributed in hard copy at the first GPIOA meeting of each quarter (four issues per year).
2. Color & B&W versions in PDF (two versions total) are delivered to the GPIOA Webmaster at least two weeks before the end of the quarter.
3. To provide enough time to layout the issue and double-check facts, the recommended contribution cut-off is six weeks prior to the end of the quarter (providing one month to finalize this issue from contributions collected).